



KANSAS SDAC

Staff Pool Website Training



Agenda

- School District Administrative Claiming for Schools and Fee For Services (SDAC/FFS) Overview
- SDAC/FFS Process Overview
- Quarterly Staff Pool List and Calendar Update Process
- Key Dates
- Contacts
- Questions?

What is Medicaid?

- Medicaid provides health care coverage and medical services to several populations including:
 - low-income children
 - pregnant women
 - families
 - individuals with disabilities
 - elderly citizens
- Medicaid is collaboratively funded by the states and the federal government

Schools and Medicaid

- Schools provide an array of health-related (medical) services in addition to traditional “educational services” to ensure that students are able to fully participate in the school environment ... These direct medical services form the basis for the Medicaid Fee For Service (FFS) Program.
- As school staff work with students on a daily basis, they are uniquely positioned to assist in enrollment of eligible students in Medicaid, to assist them in receiving the medical services and supporting administrative services they require, and to provide medically-necessary services ... These administrative services form the basis for the School District Administrative Claiming(SDAC) Program.
- The Early and Periodic, Screening, Diagnostic, and Treatment (EPSDT) Program is Medicaid’s provision for providing preventive child health services for individuals under the age of 21
 - Periodic health screening
 - Vision services
 - Dental services
 - Hearing services

Purpose of the Random Moment Time Study – SDAC / FFS

- The Kansas Health Policy Authority (KHPA) has adopted a cost-based reimbursement methodology for the quarterly time study. To that end, as Fee For Service (FFS) providers, school districts are required to:
 - Participate in SDAC / FFS quarterly time studies;
 - Submit an annual cost report documenting direct costs to provide FFS toward the determination of Medicaid-allowable costs;
 - Have Medicaid-allowable costs from the annual cost report reconciled with the district's Medicaid interim payments for FFS; and
 - Cost settle the results of the cost report reconciliation.

Purpose of the Random Moment Time Study – SDAC / FFS (cont'd)

- The SDAC Random Moment Time Study (RMTS) process results in direct medical services time study percentages, which are applied to direct medical services costs on the annual FFS Cost Report as one allocation method for determining Medicaid-allowable costs for delivering FFS.
- School districts can only submit Medicaid FFS claims for FFS staff listed on the time study staff pool list and for FFS staff replacing staff listed on the time study staff pool list and only for the time study period listed.
- School districts can only report costs on the annual FFS Cost Report for FFS staff listed on the time study staff pool list and for FFS staff replacing staff listed on the time study staff pool list and only for the time study period listed.

Purpose of the Random Moment Time Study – SDAC

- The SDAC claim consists of payroll costs for staff that provide FFS direct medical services and SDAC activities, and staff that provide only SDAC activities.
- Those payroll costs are allocated to the SDAC Program by applying the results of the SDAC RMTS.

FFS-Covered Services

In order to determine whether a staff person should be included on the FFS staff pool list, the district needs to know which Direct Medical Services are covered by The Kansas FFS Program and who can provide those services.

What Direct Medical Services are covered by the KS FFS Program?

- Physical Therapy
- Occupational Therapy
- Speech, Hearing, and Language Services
- Nursing Services
- Attendant Care Services
- Psychological Services (including behavioral and/or psychological counseling, as well as evaluations/assessments to determine eligibility for Special Education services)
- Social Work Services (i.e., behavioral and/or psychological counseling)

FFS-Covered Services (cont'd)

Attendant Care Services

Attendant care services covered under the Kansas Medicaid FFS Program include a range of human assistance provided to students with a disability and/or chronic condition which enable them to accomplish tasks in the educational setting that they would normally do for themselves if they did not have a disability or chronic condition.

Assistance may be in the form of hands-on assistance (i.e., actually performing an attendant care task for the student) or cuing the student so that s/he performs the task by her/himself. Such assistance most often relates to performance of activities of daily living (ADLs) and Instrumental ADLs (IADLs).

FFS-Covered Services (cont'd)

Attendant Care Services (cont'd)

Examples of attendant care services reimbursable under the KS SDAC benefit include:

- Eating (including food purchasing and preparation),
- Routine personal hygiene (e.g., hand washing, brushing teeth, combing hair and grooming),
- Dressing,
- Toileting (including maintaining continence),
- Transferring,
- Mobility services (i.e., the ability to move between locations in the individual's environment),
- Routine care of personal assistive devices (e.g., eyeglasses, wheelchairs, communication boards), and
- Supervision and cuing of the activities listed above.

FFS-Covered Services (cont'd)

Attendant Care Services (cont'd)

Services may be provided in an individual or group setting. They may be provided on a continuing basis or on episodic occasions.

Documentation Requirements: Providers are required to maintain a valid IEP for each child receiving attendant care services. All covered FFS services for the child must be identified in the IEP in order to be reimbursed. The IEP information must include documentation used to develop an IEP (e.g., IEP Team reports or tests) and the annual IEP revision that documents any changes in the IEP or related services.

School District Administrative Claiming (SDAC) in Kansas

- In Kansas, the Medicaid program is administered by the Kansas Health Policy Authority (KHPA)
 - KHPA sets program policy
 - Monitors documentation and claiming for covered services
 - Audits claiming practices

- SDAC offers reimbursement for the costs of administrative activities, such as outreach, that support the Medicaid program. Allowable activities are:
 - Medicaid outreach and related training
 - Facilitating Medicaid eligibility application
 - Health-related referral activities & Monitoring of health service delivery
 - Medical service program planning, policy development, and interagency coordination
 - Arranging for Medicaid-related transportation and provision of Medicaid-related translation

School-Based Examples of Allowable Activities - SDAC

- Providing information to individuals and families regarding the Kansas Medicaid program and available services
- Scheduling and/or coordinating EPSDT screens or other medical and mental health diagnostic services
- Gathering any information that may be required in advance of these referrals
- Developing internal plans and strategies to improve health service delivery and eliminate gaps
- Attending a parent meeting for a child with issues that may need outside health or counseling services
- Observing a child as part of the process for referred students of the intervention and referral services
- Coordinating a meeting with school staff and parents to determine if mental health or educational evaluations are needed

Who Should be on the Staff Pool List?

- There are 2 Cost Pools that make up the Staff Pool List. You will list the staff member's Job Code on your Staff Pool List, and the system will then automatically place that staff member into the appropriate Cost Pool.

Administrative personnel:

- Administrators
- Bilingual Assistants
- Interpreter/Interpreter Assistant
- Orientation & Mobility Specialist
- Pupil Support Technicians/Service Administrators
- School Counselors
- Non-Licensed School Psychologists/Psychologist Interns
- Non-Licensed School Social Workers
- Special Education Teachers
- Support Technicians-Special Education

STAFF CAN ONLY BE LISTED ONCE ON THE STAFF POOL LIST AND WILL ONLY BE ASSOCIATED WITH ONE COST POOL.

Who Should be on the Staff Pool List? (cont'd)

Direct Service Personnel:

- Attendant Care
- Certified Occupational Therapy Assistant (COTA)
- Health Aide
- Licensed Audiologists
- Licensed Clinical Social Workers
- Licensed Occupational Therapists
- Licensed Physical Therapists
- Licensed Physical Therapy Assistants
- Licensed Practical Nurse (LPN)
- Licensed Psychologist/Certified Psychologist
- Licensed Speech Language Therapists
- Licensed Speech Language Therapy Assistants
- Registered Nurse (RN)/Advanced Registered Nurse Practitioner
- Respiratory Therapist

STAFF CAN ONLY BE LISTED ONCE ON THE STAFF POOL LIST AND WILL ONLY BE ASSOCIATED WITH ONE COST POOL.

Nonallowable Staff

- Staff included in the calculation of the district's Unrestricted Indirect Cost Rate cannot be included on your staff pool list
 - The costs in these function codes are not allowable because the Unrestricted Indirect Cost Rate is used in the calculation of the SDAC claim and in the calculation of the FFS indirect costs for determining Medicaid-allowable costs.
 - Staff who are paid entirely from these function codes should be removed from the staff pool list.
 - Partially paid staff from allowable object codes can be included.

Quarterly Staff Pool List Updates

- Staff can only be added once a quarter. No one can be added to the Staff Pool List once it has been submitted and the Sample for that quarter has been generated.
- PCG will perform quality checks on all returned information.
- If there are any questions about the Staff Pool List, PCG will contact the district for further clarification.
- After all staff pool lists have been returned and quality checks completed, PCG will generate the statewide Random Moment Time Study (RMTS) Sample for that quarter.

Calendar Updates

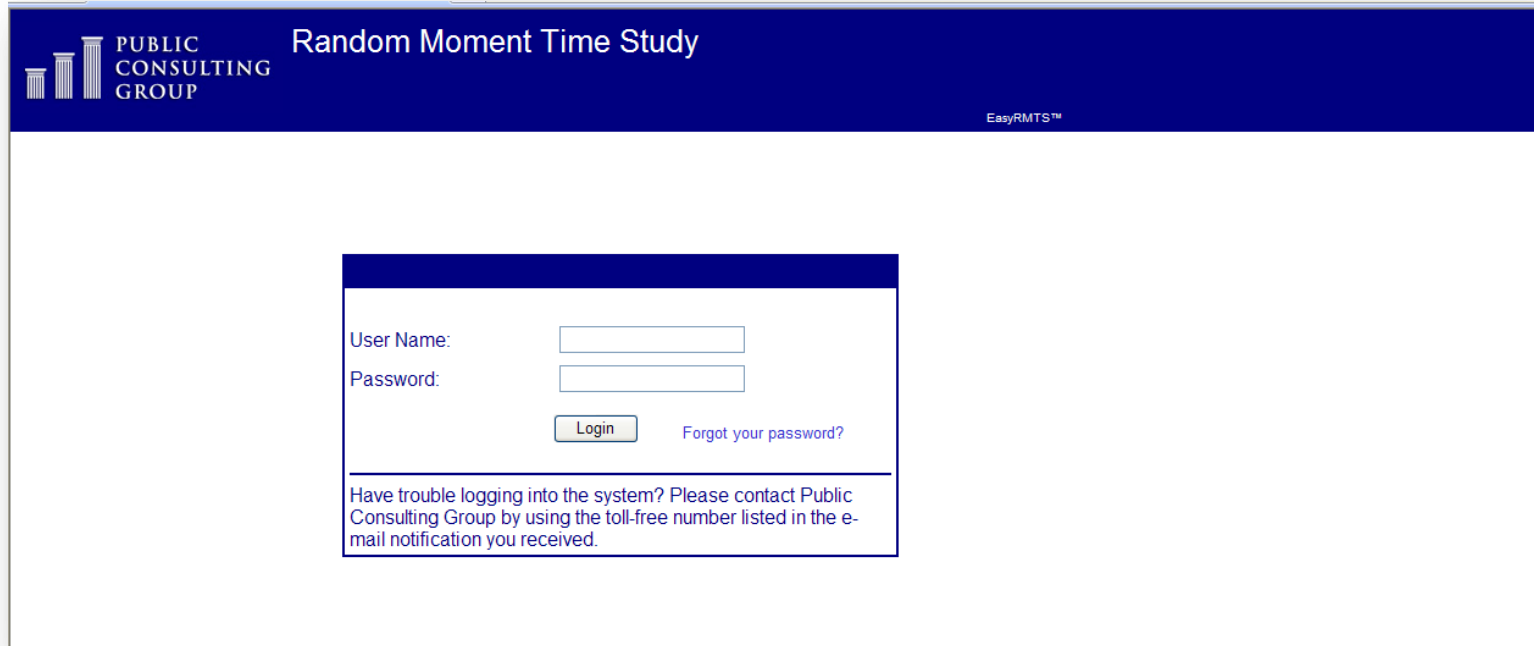
- Your district's school calendar should be entered on the calendar tab of the Excel worksheet that we sent to you to capture data like:
 - 2009-2010 School Year
 - District Name
 - 3-digit District ID #
 - School start and end time for the district
 - First and last day of school for staff
 - Winter and Spring Breaks
 - All other days off
 - THERE CAN ONLY BE ONE CALENDAR SUBMITTED PER DISTRICT

1	Example																		
2	School Year	DISTRICT NAME	District ID / #	School Start Time	School End Time	FIRST DAY of School for Staff	Winter Break Dates	Spring Break Dates	FIRST DAY OFF	SECOND DAY OFF	THIRD DAY OFF	FOURTH DAY OFF	FIFTH DAY OFF	SIXTH DAY OFF	SEVENTH DAY OFF	EIGHTH DAY OFF	NINTH DAY OFF	TENTH DAY OFF	LAST DAY OF School for Staff
3	2009-2010	Test School District	0000	8:30 a.m.	2:30 p.m.	8/24/2009	12/21/2009-04/12/2010-1/8/2010	04/18/2010	9/7	11/26	11/27	1/21	4/2	5/24					6/1/10

Login Information

- Participating Districts – Login information including username and password has been emailed to contacts on September 1, 2009.
- Newly Enrolled Districts – Account created, please contact PCG for login information.


Logging In



The screenshot shows a web browser window with a dark blue header. On the left, the Public Consulting Group logo (three stylized columns) and name are displayed. To the right of the logo, the text "Random Moment Time Study" is centered. Further right, "EasyRMTS™" is visible. The main content area is white and contains a login form. The form has two input fields: "User Name:" and "Password:". Below the "Password:" field is a "Login" button and a link that says "Forgot your password?". At the bottom of the form, there is a line of text: "Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received."

- Enter the username which you use to check your random moment time study compliance.
- NOTE: Usernames are case sensitive. Enter the name exactly as it was given to you, using capital and lowercase letters where designated.
- Enter the password which you use to check your random moment time study compliance.
- Click the login button

Getting Started

 PUBLIC CONSULTING GROUP

Random Moment Time Study

EasyRMTS™

[Home](#)[Logout](#)

Client Roles

Client	Role	
Administrative Personnel Cost Pool / District F	Client Administrator	Select
Direct Service Cost Pool / District F	Client Administrator	Select

- Click on the Select hyperlink located to the right of your district.

Staff Pool Updates - General

The screenshot shows the 'Random Moment Time Study' web application. The header is dark blue with the 'PUBLIC CONSULTING GROUP' logo on the left, the title 'Random Moment Time Study MichiganTest2' in the center, and 'EasyRMTS™' on the right. Below the header, there is a 'Home' link on the left and a 'Logout' link on the right. A navigation bar contains three tabs: 'Moments' (highlighted in red), 'Staff Pool', and 'Reports'. Below the tabs is a search form with a table header: 'LastName', 'FirstName', 'Period', 'Status', and 'Job Category'. The 'Period' dropdown is set to '08/06/2009 - 09/05/2009', 'Status' is 'All', and 'Job Category' is '--Select--'. A 'Search' button is located below the table.

Public Consulting Group
Random Moment Time Study
MichiganTest2
EasyRMTS™

Home Logout

Moments Staff Pool Reports

LastName	FirstName	Period	Status	Job Category
		08/06/2009 - 09/05/2009	All	--Select--

Search

- You will see three tabs: Moments, Staff Pool and Reports
- Click on **Staff Pool**

Staff Pool Updates – View Options

Home Logout

Moments **Staff Pool** Reports

School :

JobCategory :

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of	Active
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View Options

- View by School
- View by Job Category
- View by clicking on the first letter of the last name of a provider to pull up his or her record.
- View your entire Staff Pool List by clicking on ALL, located to the right of the letter Z.

Staff Pool Updates – View Options

The screenshot displays the 'EasyRMTS™' interface for 'Staff Pool Updates'. At the top, there is a navigation bar with 'Home' on the left and 'Logout' on the right. Below this is a tabbed menu with 'Moments', 'Staff Pool' (selected), and 'Reports'. The main content area features two dropdown menus: 'School : -Select-' and 'JobCategory : -Select-'. The 'JobCategory' dropdown is open, showing a list of roles including Administrator, Audiologist (AOP), Case Manager, Counselor, Early Identification/Intervention Personnel, Interpreter, LPN (AOP), Occupational Therapist (AOP), Occupational Therapist (DS), Occupational Therapy Assistant (AOP), Orientation and Mobility Specialist (AOP), Personal Care, Physical Therapist (AOP), Physical Therapy Assistant (AOP), Program Specialist, Psychologist (AOP), Registered Nurse (AOP), Social Worker, Social Worker - Masters Degree (AOP), Social Worker - Masters Degree (DS), Speech-Language Therapist (AOP), Speech-Language Therapist (DS), and Teacher Consultant. Below the filters, there is a table with columns 'Last Name', 'First Name', 'Member Of', and 'Active'. Above the table, there is a filter for 'Last Name starts with:' followed by a row of letters 'N O P Q R S T U V W X Y Z ALL' and a partially visible 'Active' label.

View Options

- View by School
- View by Job Category
- View by clicking on the first letter of the last name of a provider to pull up his or her record.
- View your entire Staff Pool List by clicking on ALL, located to the right of the letter Z.

Staff Pool Updates - Options

PUBLIC CONSULTING GROUP Random Moment Time Study
TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of		
CARTER	SHIRLE	000000000100	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CLU 1	COORD	000000000020	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CONNOLLY	PAM	000000000031	Test/ 099 City Wide	Edit	<input type="checkbox"/>
COSEY	KATHY	000000000028	Test/ 099 City Wide	Edit	<input type="checkbox"/>

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Add New Inactivate

- Once you click on a letter or on ALL, the records matching your search criteria will appear.
- There are four things you may do using this screen.
 - Change a provider's information
 - Inactivate a provider
 - Reactivate a provider
 - Add a new provider

Modifying Provider Information

PUBLIC CONSULTING GROUP Random Moment Time Study TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of	Edit	
CARTER	SHIRLE	000000000100	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CLU 1	COORD	000000000020	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CONNOLLY	PAM	000000000031	Test/ 099 City Wide	Edit	<input type="checkbox"/>
COSEY	KATHY	000000000028	Test/ 099 City Wide	Edit	<input type="checkbox"/>

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button. Inactivate

Add New

To Modify a Provider's Information:

- Select the search/display criteria
- Locate the row with the provider's name and click on Edit located on the right side of the screen.

Modifying Provider Information

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Participant belongs to :	099 City Wide	*
First Name :	SHIRLE	*
Last Name :	CARTER	*
MI :		
Job Code :	CO	*
Job Title :	CO	
Email :	test@test.com	
Phone :		
Other ID :	000000000100	
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
Email CC Person :	--Default cc Person--	Select a value from the dropdown if the late notification has to be sent to a specific person other than the default cc person.
Deactivation Date :	05/20/2008	
Reason :	vacation	
Reactivation Date :	05/30/2008	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

This will bring up a provider's information. Make all necessary modifications to this screen by clicking in the text boxes or by using the drop down menus by clicking on the downward arrows.

Modifying Provider Information

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Participant belongs to :	099 City Wide	*
First Name :	SHIRLE	*
Last Name :	CARTER	*
MI :		
Job Code :	CO	*
Job Title :	CO	
Email :	test@test.com	
Phone :		
Other ID :	000000000100	
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
Email CC Person :	--Default cc Person--	Select a value from the dropdown if the late notification has to be sent to a specific person other than the default cc person.
Deactivation Date :	05/20/2008	
Reason :	vacation	
Reactivation Date :	05/30/2008	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

Following information on the participant screen is required:
Participant belongs to (School Name), First Name, Last Name, Job Code and Email.

Modifying Provider Information

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Participant belongs to :	099 City Wide	*
First Name :	SHIRLE	*
Last Name :	CARTER	*
MI :		
Job Code :	CO	*
Job Title :	CO	
Email :	test@test.com	
Phone :		
Other ID :	000000000100	
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
Email CC Person :	--Default cc Person--	Select a value from the dropdown if the late notification has to be sent to a specific person other than the default cc person.
Deactivation Date :	05/20/2008	
Reason :	vacation	
Reactivation Date :	05/30/2008	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

Once all necessary changes have been made, click on the Update button located at the bottom of the screen. This will save the changed information and the system will then return you to the Select Participant screen.

Modifying Provider Information

The screenshot displays the 'Random Moment Time Study TEST' interface. At the top, the 'PUBLIC CONSULTING GROUP' logo is on the left, and 'EasyRMTS™' is on the right. Below the header, a navigation bar contains tabs: Address, Calendar, Hours, Samples, Moments, Staff Pool (highlighted), Reports, and Imports. A message at the top states: 'Staff Pool Information has been Updated successfully.' Below this, there is a status section with 'Status : ☒ Active ☐ Inactive' and a filter for 'Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL'. A table lists staff members with columns for Last Name, First Name, Employee ID, and Member Of. Each row includes an 'Edit' link and a checkbox. At the bottom, there is an 'Add New' button, an 'Inactivate' button, and a red instruction: 'To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.'

PUBLIC CONSULTING GROUP Random Moment Time Study TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Staff Pool Information has been Updated successfully.

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of		
CARTER	SHIRLE	000000000100	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CLU 1	COORD	000000000020	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CONNOLLY	PAM	000000000031	Test/ 099 City Wide	Edit	<input type="checkbox"/>
COSEY	KATHY	000000000028	Test/ 099 City Wide	Edit	<input type="checkbox"/>

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button. Inactivate

Add New

- A message will appear at the top of the screen stating that the Staff Pool information has been Updated successfully.

Inactivate a Participant

PUBLIC CONSULTING GROUP Random Moment Time Study TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Staff Pool Information has been Updated successfully.

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of		
CARTER	SHIRLE	000000000100	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CLU 1	COORD	000000000020	Test/ 099 City Wide	Edit	<input type="checkbox"/>
CONNOLLY	PAM	000000000031	Test/ 099 City Wide	Edit	<input type="checkbox"/>
COSEY	KATHY	000000000028	Test/ 099 City Wide	Edit	<input type="checkbox"/>

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Add New Inactivate

To Inactivate a Participant:

- From this screen, you may also inactivate a participant by clicking in the square box located to the right of the Edit button and then clicking on the **Inactivate** button located under the box containing the participant names.

Activating a Participant

View Certified/Uncertified Locations

School :

JobCategory :

Status : ☐ Active ☒ Inactive

Last Name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

Last Name	First Name	Employee ID	Member Of		
ANDREWS	EILEEN	500352	1-AUD North/ CPS School - 600000	Edit	<input checked="" type="checkbox"/>
COLE	PHYLLIS	500733	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>
DONOHUE	SIOBHAN	500285	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>
DONOHUE	SIOBHAN	500285	1-AUD North/ Hanson Park Elementary School - 610068	Edit	<input type="checkbox"/>
JEZUIT	THERESE	500251	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>
KWIECINSKI	BRUCE	500318	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>
KWIECINSKI	BRUCE	500318	1-AUD North/ Norwood Park Elementary School - 610099	Edit	<input type="checkbox"/>
KWIECINSKI	BRUCE	302989	1-AUD North/ BELL-609799	Edit	<input type="checkbox"/>
KWIECINSKI	BRUCE	302989	1-AUD North/ BELL - 609799	Edit	<input type="checkbox"/>
MORAN	SUSAN	500833	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>
PARTEE	CECILE	500594	1-AUD North/ CPS School - 600000	Edit	<input type="checkbox"/>

To Activate/Inactivate Participants select the Checkbox and Click Activate/Inactivate button.

Add New Activate

To Activate a Participant:

- Change the Status from Active to Inactive by clicking in the **Inactive** radio button located towards the top of the screen. Then click on the first letter of the provider's last name. This will pull up all records that match this criterion. Click in the square box located to the right of the Edit button and then click the **Activate** button located under the box containing the participant names.

Adding a New Provider

School :

JobCategory :

Status : ☐ Active ☒ Inactive




Last Name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

Last Name	First Name	Employee ID	Member Of
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To Add a New Provider:

- Click on the **Add New** button located underneath the results box.

Adding a New Provider

Participant belongs to : --- Select --- 	
First Name :	<input type="text"/>
Last Name :	<input type="text"/>
MI :	<input type="text"/>
Job Code :	--Select a value-- 
Job Title :	<input type="text"/>
Email :	<input type="text"/>
Phone :	<input type="text"/>
Other ID :	ID will be generated by the system.
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Email CC Person :	--Default cc Person--  Select a value from the dropdown if the late notification has to be sent to a specific person other than the default cc person.
<div>Add Cancel</div>	

- Complete at least the required fields which include:
 - Participant belongs to (School Name)
 - First and Last Name
 - Job Code
 - Email

Adding a New Provider

Participant belongs to : *	
First Name :	<input type="text" value="John"/> *
Last Name :	<input type="text" value="Asmithier"/> *
MI :	<input type="text"/>
Job Code :	<input type="text" value="Psychologist (AOP)"/> *
Job Title :	<input type="text" value="Building Psychologist"/>
Email :	<input type="text" value="jasmith@test.com"/> *
Phone :	<input type="text" value="312-588-2300"/>
Other ID :	ID will be generated by the system.
Status :	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Email CC Person :	<input type="text" value="Adamus Greg"/> <small>Select a value from the dropdown if the late notification has to be sent to a specific person other than the default cc person.</small>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

- Once all required information has been entered text boxes, click the Add button.

Adding a New Provider

The screenshot shows the 'Random Moment Time Study TEST' interface. The top navigation bar is dark blue with the 'PUBLIC CONSULTING GROUP' logo on the left and 'EasyRMTS™' on the right. Below the navigation bar, the 'Home' link is on the left and the 'Logout' link is on the right. A horizontal menu contains buttons for 'Address', 'Calendar', 'Hours', 'Samples', 'Moments', 'Staff Pool' (highlighted in red), 'Reports', and 'Imports'. A red message states: 'Staff Pool Information has been Added successfully.' Below this, the 'Status' is set to 'Active' (selected with a radio button) and 'Inactive' is unselected. A filter for 'Last Name starts with:' is followed by a row of letters from A to Z and 'ALL'. Below the filter is a table with columns: 'Last Name', 'First Name', 'Employee ID', 'Member Of', and 'Active'. The table body is currently empty. At the bottom left, there is an 'Add New' button.

PUBLIC CONSULTING GROUP

Random Moment Time Study TEST

EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments Staff Pool Reports Imports

Staff Pool Information has been Added successfully.

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of	Active
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Add New

- A message will appear at the top of the screen stating that the Staff Pool information has been Added successfully.

Certifying Your Staff Pool Data

The screenshot shows the 'Random Moment Time Study TEST' interface. At the top left is the 'PUBLIC CONSULTING GROUP' logo. The title 'Random Moment Time Study TEST' is in the top right. A navigation bar contains tabs: Address, Calendar, Hours, Samples, Moments, **Staff Pool** (highlighted), Reports, Imports, and an empty tab. Below the navigation bar is a 'Home' link and a 'Logout' link. The main section is titled 'Certify Staff Pool'. It contains a 'Location' dropdown menu with 'TEST' selected, a 'Period' dropdown menu with '01/25/2009 - 01/30/200' selected, and a 'Certify' button. Below these is a 'View Certified/Uncertified Locations' button. Further down are 'School' and 'JobCategory' dropdown menus, both with '-Select-' selected. Below these is a 'Status' section with radio buttons for 'Active' (selected) and 'Inactive'. At the bottom is a 'Last Name starts with:' section with a row of letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A L L. Below this is a table with the following headers: Last Name, First Name, Employee ID, Member Of, and Active. The table body is empty.

PUBLIC CONSULTING GROUP Random Moment Time Study TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Certify Staff Pool

Location : TEST Period : 01/25/2009 - 01/30/200

School : -Select-

JobCategory : -Select-

Status : ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A L L

Last Name	First Name	Employee ID	Member Of	Active
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- Click on Staff Pool

Certifying Your Staff Pool Data



Random Moment Time Study
SPL Test Site

EasyRMTS™

[Home](#)

[Logout](#)

Moments	Staff Pool	Reports	
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[Certify Staff Pool](#)

Location :	Direct Service Cost Pool / District F	<input type="checkbox"/> ALL	Period :	09/01/2009 - 09/30/2009	<input type="button" value="Certify"/>
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School :

JobCategory :

Status : ☒ Active ☐ Inactive

Last Name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#)

Last Name	First Name	Employee ID	M
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Location/s	
Certified	Uncertified
	Administrative Personnel Cost Pool / District F
	Direct Service Cost Pool / District F
<input type="button" value="Close"/>	

- Click View Certified/Uncertified Locations

Certifying Your Staff Pool Data

PUBLIC CONSULTING GROUP Random Moment Time Study
TEST EasyRMTS™

Home Logout

Address Calendar Hours Samples Moments **Staff Pool** Reports Imports

Participants have been certified successfully.

Certify Staff Pool

Location: TEST Period: 01/25/2009 - 01/30/200

School: -Select- JobCategory: -Select-

Status: ☒ Active ☐ Inactive

Last Name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Last Name	First Name	Employee ID	Member Of	Active
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- If all locations have been certified, click Certify to sign off on all submitted SPL data.

Key Dates

- Staff Pool List Updates and District Calendars are due Monday, September 21, 2009 by end of business.
- The Random Moment Time Study will run from October 1 – December 31, 2009.



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Questions?

